

JOB DESCRIPTION

IN SCHOOLS CO-ORDINATOR

- Post:** Uni Connect (formerly South West National Collaborative Outreach Programme)
- Responsible to:** Student Services Team Lead/ Uni Connect ISC Officer
- Salary:** Fixed Point 17 £18,886 pro rata
Term Time Only (38 weeks)
6 Hours Per week
Fixed term until 31 July 2022
- Conditions of Service:** Callywith College
- Main Purpose of Job:** Under the direction of Uni Connect Truro and Penwith College Representative and the South West National Collaborative Outreach Programme (Uni Connect) Schools Liaison Officer, the role holder contributes to the delivery of a customer-focused, cost-effective and efficient collaborative outreach service. As a member of the extended Uni Connect team, the role holder is responsible for working within Truro and Penwith College to maximise institutional contribution to the programme and ensure collaboration across the consortium.
- The National Collaborative Outreach Programme seeks to improve awareness of, and access to, Higher Education for target groups in accordance with requirements from the Higher Education Funding Council for England (HEFCE).
- In collaboration with a range of internal and external stakeholders in Devon, Cornwall and Somerset, the role holder works with potential students and those who influence them in making a well-informed choice of university and programme, through delivery of events, activities and new initiatives.
- Specific Duties:** Assisting with the organisation and administration of NSSW projects and activities within the college, supporting specific groups of students from Y9 – 13 to take part in NSSW activities. Liaising with teachers, parents and external providers as required. Under the direction of senior staff within the school and supervision from the NSSW School Liaison Officer and the NSSW Institute Officer, develop the NSSW offer within the school.

Student Engagement

1. Support students in accessing NSSW activities and events, coordinating with senior staff and the NSSW Institute

Officer.

2. Monitor students' attendance at NSSW events and activities, in and outside of school.
3. Help to raise students' aspirations through engagement, motivation and regular contact.
4. Organise transport for students to attend events at universities and colleges, where appropriate.
5. Support the learning of students and small groups as appropriate for NSSW activities, including motivating students to participate, preparing them for the activity and debriefing them afterwards.
6. Support selected students in maintaining a Learner Diary.

Responsibility within Callywith College

1. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
2. Be aware of, and support, difference, ensuring all students have equal access to opportunities to learn and develop.
3. Contribute to the overall aims and ethos of the college.
4. Assist in the selection of individual students in identified cohorts.
5. Be the NSSW point of contact for staff and students, maintaining up to date knowledge of the aims and goals of the NSSW programme.
6. Keep senior staff informed of current and upcoming NSSW events and activities and help to plan for them in the school timetable.
7. Attend relevant meetings as required.
8. Manage records, information and data, reporting to staff on the progress and evaluation of students that take part in NSSW activities.
9. Liaise with parents to explain and promote NSSW and

encourage their support.

Responsibility within NSSW

1. Report and feedback to the NSSW School Liaison Officer.
2. Disseminate information about events in local colleges and universities relevant for students.
3. Undertake relevant training as provided by NSSW and as appropriate to the post.
4. Liaise with NSSW Institute Officers and external providers establishing constructive relationships and communication to support the achievement and progress of pupils in NSSW activities.
5. Attend relevant meetings as required to maintain up to date information on NSSW, sharing best practice and feedback with other NSSW In-School Coordinators.
6. Assist NSSW Evaluation officers in selecting target students by obtaining post code and attainment data and completing baseline surveys.
7. Liaise with NSSW Evaluation officers in capturing evidence and data to demonstrate examples of success and good practice.
8. Receive and distribute NSSW communications as appropriate.
9. Facilitate the delivery of NSSW activities by booking rooms and IT Suites, communicating amendments to student numbers/names and highlighting any specific needs of the attendees.
10. Ensure that any documentation required from NSSW by your school to enable the activity to take place, e.g. letter of assurance, is requested in a timely fashion.

Measures of Success:

Successful delivery of key objectives and performance indicators agreed by the South West National Collaborative Outreach Programme and Higher Education Funding Council for England

General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

IN SCHOOLS CO-ORDINATOR

Ideally, the person appointed will have the following skills and experience:

Knowledge, Education & Training:

- Numeracy and literacy at secondary education level (or equivalent demonstrable experience)
- Educational attainment at further education level (or demonstrable equivalent experience)
- Good working knowledge/training of Microsoft Word/Excel/Outlook/ PowerPoint and databases

Experience:

- Working with the target age group or within a school or further education environment
- Office administration
- Planning and organising
- Working as part of a team

Skills:

- Effective verbal and written communication skills including presentational skills
- Placing a continuous emphasis on internal and external customer satisfaction
- Data and financial reporting
- Ability to work effectively as part of a team and independently
- Ability to build relationships with a diverse range of stakeholders

Plymouth University's Behaviours:

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

Special Conditions:

- There will be a requirement to work weekends and evenings when specified which includes supporting events and activities
- There will be a requirement to travel and work away from campus
- There is a requirement to attend meetings and events at locations not easily accessible using public transport

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.